

How to Use the Statewide Contract for Converged Voice and Data Communications Systems, Services and Equipment

Contract #: ITT50	Contract Duration: 8/16/2013 to 8/31/2018
MMARS #: ITT50*	Options to Renew: Two annual, through 8/31/2020
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This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)	
UNSPSC: See Appendix A	
Last change date: 04/11/2017	

Contract Summary

This statewide contract is for the acquisition of enterprise communication (telephony and data, including VoIP) systems, services, equipment, associated peripherals and accessories. Services include network assessment, design, engineering, integration, management, maintenance and consulting for telephony systems and their associated data networks. Buyers whose projects do not involve voice traffic should consider utilizing the Statewide Contract for Information Technology Hardware, Project Management, Integration, and Maintenance – ITC47.

Hosted network services available from this statewide contract must be hosted on the premises of the Buyer. Buyers seeking network services hosted from the vendor's network should utilize the statewide contract for Network Services, ITT46.

This statewide contract supports the consolidation of the Commonwealth's telecommunications networks and infrastructure into MassVoice, the enhancement of the Network Services model of the Commonwealth as directed by Executive Order 549 and as expressed in the Strategic Plan of the MassIT – Massachusetts Office of Information Technology. Details of the MassVoice offering can be found in the [UC MassVoice](#)

[Product Definition](#). For more information on the MassVoice offering, or to schedule a meeting on how to move forward with the MassVoice offering, contact your SAM (Service Account Manager) or email to ITD-DL-SAM@MassMail.State.MA.US.

Contractors are prohibited from selling Converged Voice and Data Communication Systems, Services, and Equipment to agencies and departments of the Executive branch without the prior written approval of the Commonwealth CIO or designee.

Executive branch agencies and departments must obtain the prior written approval of the Commonwealth CIO or designee before procuring Converged Voice and Data Communication Systems and Services that may be available via the MassVoice infrastructure.

Note relative to E-rate

The Commonwealth has filed FCC Form 470 #949890001132736 on behalf of schools and public libraries of the Commonwealth that intend to seek E-Rate reimbursements for eligible goods and services purchased under this statewide contract. The Funding Year for this Form 470 is 2013 (07/01/2013 – 06/30/2014), however the Form 470 remains valid for the term of the ITT50 statewide contract. Please see the document “Erate Form 470 and SPIN numbers” for a copy of the Form 470 and a list of ITT50 vendors that have SPIN numbers.

Benefits and Cost Savings

- 35 vendors representing 16 leading manufacturer brands
- Volume discounts
- Contract flexibility to add new products and services as technology changes

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;

- 09. Other states and territories with no prior approval by the State Purchasing Agent required; and
- 10. Other entities when designated in writing by the State Purchasing Agent.

Check Vendor Status

Prior to requesting quotes or issuing orders, contract users should check COMMBUYS to see whether the vendor is currently in “Active” status. Vendors may be suspended for several reasons, including failure to comply with their contract obligations. New orders may not be issued to vendors whose status is “Inactive”, who have been suspended from new business or dropped from the contract. In addition, contract users should review the attachment, “Vendors in Jeopardy of Suspension”, if such an attachment is posted. Vendors appearing on that list have failed to comply with one or more contract requirements, and unless they remedy the issue, they are liable to be suspended in the near future. The “Vendors in Jeopardy of Suspension” attachment will identify the specific issue. Contract users who would like to continue to be able to issue new orders to any vendor appearing on that list may wish to contact the vendor and urge that they remedy the problem.

Pricing and Purchase Options (All Categories)

Purchase Options:

Most purchases made through this contract will be outright purchases. Services may be hourly rate or fixed price (such as an annual maintenance contract). Leasing is not available from the vendors on this contract, but the statewide contract for IT Asset Lease Services, ITC49, may be used for operational term leasing purposes (i.e. title remains with the ITC49 vendor and the equipment is returned to the vendor at lease end), or the statewide contract for Tax Exempt Lease Purchases (T.E.L.P.), PRF54 or their successors.

Pricing and buying details:

It is recommended that buyers solicit multiple quotes for purchases under this statewide contract. The Authorizations tab of the Vendor Summaries document lists the Primary OEM Brands for which the vendor has documented manufacturer authorization(s). Buyers are encouraged to solicit quotes from all vendors possessing the authorization of the Primary OEM Brand being sought. The Primary OEM Brands represent those brands identified by independent industry analysts as being the most significant technology providers in the technology areas relevant to converged voice and data communications systems.

The Statement of Work (SOW) template is provided to assist buyers in documenting project requirements and performance milestones for a Request for Quotes (RFQ). The result should be more thorough and less ambiguous vendor responses.

Orders placed under this contract should include the following statement: “This order is placed under Statewide Contract ITT50.” In addition it is recommended that the following language be included: “All of the terms and conditions of the Statewide Contract ITT50 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void.”

Quotes including construction services:

Where the construction services are less than \$10,000: Select a contractor based on sound business practices/best value.

For construction services valued from \$10,000-\$50,000: Must receive two written responses; award to lowest responsible bidder. Eligible Entities must solicit quotes from at least three (3) contractors. The minimum requirement is that Eligible Entities contact the three contractors for quotes; you are not required to receive responses from all three contacted contractors.

Quotes not including construction services:

Award based on best value

Performance and payment time frames which exceed Contract duration:

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more **than three (3) years** beyond the final termination date of this Statewide Contract without the prior written approval of the OSD Contract Manager. No new agreements for services may be executed after the Contract has expired.

How to place an order

P.O. FOR ONE-TIME SERVICES

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use ITT50) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter "1" in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such

purchase orders insert the following language in the special instructions box of the PO: “This Purchase Order represents the total estimated expenditure for this engagement (*insert brief description*), against which (*identify department*) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

Further direction is available in the [“How to Complete a Partial Receipt in COMMBUYS” Job Aid](#).
Additional Information

The Summary tab of the Vendor Summaries document provides a side-by-side comparison of vendor responses to items of particular interest to the ITT50 Strategic Sourcing Team, such as the availability of technical response times shorter than those required in the RFR, support for multi-tenant managed services, and the availability of extended warranties.

Warranties

All equipment includes a one year warranty, unless otherwise requested by the Buyer for an additional price discount.

Where to Find Contract Information on COMMBUYS

Each of the 35 vendors on this contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor pricing is located in the line item catalog and in the cost table spreadsheet documents located in the attachments tab on the MBPO for each vendor.


To access vendor contracts, the Request for Response (RFR), related documents and form, please go to the [COMMBUYS](http://www.commbuys.com) (www.commbuys.com) website. Click on “Contract & Bid Search” then, select the “Contracts/Blankets” radio button.

- Enter “ITT50” in the Contract/Blanket Description field
- Select “Statewide Contract” from the Type Code pull-down menu
- Click “Find It”

Vendor List and ITT50 Common Documents

An additional MBPO resulting from the above search includes “ITT50 Statewide Contract Documents and User Guide” in the Description field. This MBPO contains a list of all ITT50 vendors located in the Distributors list on the Vendor tab. Documents common to all ITT50 vendors, including the Contract User Guide, the Request for Response (RFR ITT50) and its amendments, a Statement of Work Template, a Vendor Summaries document, the Form 470 for E-rate users, and the Vendor Quarterly Engagement Report template are located on the Attachments tab.



Contract/Blankets #	Description	Vendor Name 
PO-14-1080-OSD01-OSD10-00000000051	ITT50 Voice and Data (VoIP) Communication Systems	Advizex Technologies - – SUSPENDED from doing any new business for 3 months
PO-14-1080-OSD01-OSD10-00000001310	ITT50 Voice and Data (VoIP) Communication Systems	AKUITY Technologies – SUSPENDED from doing any new business for 3 months beginning 3/08/2017. For failure to provide Standard MSRP Pricing contract requirement
PO-14-1080-OSD01-OSD10-00000000053	ITT50 Voice and Data (VoIP) Communication Systems	AT&T Corp
PO-14-1080-OSD01-OSD10-00000001867	ITT50 Voice and Data (VoIP) Communication Systems	Altura Communication Solutions
PO-14-1080-OSD01-OSD10-00000000058	ITT50 Voice and Data (VoIP) Communication Systems	Ayacht Technology Solutions, LLC
PO-14-1080-OSD01-OSD10-00000000061	ITT50 Voice and Data (VoIP) Communication Systems	BOSTON ELECTRIC AND TELEPHONE CORP.
PO-14-1080-OSD01-OSD10-00000000062	ITT50 Voice and Data (VoIP) Communication Systems	Carousel Industries
PO-14-1080-OSD01-OSD10-00000000063	ITT50 Voice and Data (VoIP) Communication Systems	CDW Government LLC
PO-14-1080-OSD01-OSD10-00000000064	ITT50 Voice and Data (VoIP) Communication Systems	Custom Computer Specialists, Inc.
PO-14-1080-OSD01-OSD10-00000000065	ITT50 Voice and Data (VoIP) Communication Systems	D&S Communications



<u>PO-14-1080-OSD01-OSD10-0000000066</u>	ITT50 Voice and Data (VoIP) Communication Systems	ePlus Technology
<u>PO-14-1080-OSD01-OSD10-0000000067</u>	ITT50 Voice and Data (VoIP) Communication Systems	FTG Technologies Group, LLC dba FTG Technologies
<u>PO-14-1080-OSD01-OSD10-0000000069</u>	ITT50 Voice and Data (VoIP) Communication Systems	Guardian Information Technologies, Inc
<u>PO-14-1080-OSD01-OSD10-0000000070</u>	ITT50 Voice and Data (VoIP) Communication Systems	Harbor Networks
<u>PO-14-1080-OSD01-OSD10-0000000071</u>	ITT50 Voice and Data (VoIP) Communication Systems	HUB Technical Services
<u>PO-14-1080-OSD01-OSD10-0000000074</u>	ITT50 Voice and Data (VoIP) Communication Systems	Integration Partners Corporation
<u>PO-14-1080-OSD01-OSD10-0000000075</u>	ITT50 Voice and Data (VoIP) Communication Systems	LCN-Division of E.G. Sawyer Co, Inc.
<u>PO-14-1080-OSD01-OSD10-0000001178</u>	ITT50 Voice and Data (VoIP) Communication Systems	LightSpeed Technologies, Inc
<u>PO-14-1080-OSD01-OSD10-0000000077</u>	ITT50 Voice and Data (VoIP) Communication Systems	M.D. Communications, Inc.
<u>PO-14-1080-OSD01-OSD10-0000000078</u>	ITT50 Voice and Data (VoIP) Communication Systems	Metropolitan Telephone Co., Inc.
<u>PO-14-1080-OSD01-OSD10-0000000079</u>	ITT50 Voice and Data (VoIP) Communication Systems	NEC Corporation of America
<u>PO-15-1080-OSD03-SRC01-0000002532</u>	ITT50 Voice and Data (VoIP) Communication Systems	Net Tel One Communications Inc
<u>PO-14-1080-OSD01-OSD10-0000000081</u>	ITT50 Voice and Data (VoIP) Communication Systems	Norstan Communications, Inc. d/b/a Black Box Network Services



<u>PO-14-1080-OSD01-OSD10-0000000083</u>	ITT50 Voice and Data (VoIP) Communication Systems	Nu-Vision Technologies LLC
<u>PO-14-1080-OSD01-OSD10-0000000056</u>	ITT50 Voice and Data (VoIP) Communication Systems	NWN Corporation
<u>PO-14-1080-OSD01-OSD10-0000000084</u>	ITT50 Voice and Data (VoIP) Communication Systems	Partners Technology
<u>PO-14-1080-1080C-1080L-0000000089</u>	ITT50 Voice and Data (VoIP) Communication Systems	Presidio Networked Solutions, Inc.
<u>PO-14-1080-OSD01-OSD10-0000000099</u>	ITT50 Voice and Data (VoIP) Communication Systems	Ronco Communications and Electronics, Inc.
<u>PO-14-1080-OSD01-OSD10-0000000106</u>	ITT50 Voice and Data (VoIP) Communication Systems	SIGNET Electronic Systems, Inc.
<u>PO-14-1080-OSD01-OSD10-0000000107</u>	ITT50 Voice and Data (VoIP) Communication Systems	Sullivan and McLaughlin
<u>PO-14-1080-OSD01-OSD10-0000000113</u>	ITT50 Voice and Data (VoIP) Communication Systems	Total Communications, Inc.
<u>PO-14-1080-OSD01-OSD10-0000000103</u>	ITT50 Voice and Data (VoIP) Communication Systems	Unify Inc.
<u>PO-14-1080-OSD01-OSD10-0000000116</u>	ITT50 Voice and Data (VoIP) Communication Systems	Valley Communications Systems, Inc.
<u>PO-15-1080-OSD03-SRC01-00000004436</u>	ITT50 Voice and Data (VoIP) Communication Systems	FULTON COMMUNICATIONS OF MASS LLC dba Vertical
<u>PO-14-1080-OSD01-OSD10-0000000122</u>	ITT50 Voice and Data (VoIP) Communication Systems	Whalley Computer Associates, Inc.
<u>PO-14-1080-OSD01-OSD10-</u>	ITT50 Voice and Data (VoIP)	Windstream Communications Inc.



<u>00000001425</u>	Communication Systems	
<u>PO-14-1080-OSD01-OSD10-00000000127</u>	ITT50 Voice and Data (VoIP) Communication Systems	World Wide Technology, Inc.
<u>PO-14-1080-OSD01-OSD10-00000001413</u>	ITT50 Statewide Contract Documents and User Guide	Conversion Vendor

Strategic Sourcing Team Members

Name	Organization
Alison Cahill	Dept. of Workforce Development
Ray Fortier	Information Technology Division
Brian Helman	Salem State University
Steven Jussaume	Dept. of Workforce Development
Matt Killen	Town of North Andover
John Megnia	Massachusetts Convention Center Authority
Chantal Mont-Louis	Executive Office of Public Safety
Ann Roper-Quinn	City of Boston
Mark Rousseau	Executive Office of Labor and Workforce Development
Jennie Sbrogna	Massachusetts State Police
David Sheaffer	Executive Office of Education
Norma Shoukry	Massachusetts State Police
Brad Steele	Information Technology Division
Melanie Stevens	Executive Office of Education
Tim Kennedy	Operational Services Division

Appendix A: United Nations Standard Uniform Product and Services Codes used in ITT50

For more information on the UNSPSC Codes please see www.unspsc.org

ITT50:

26-12-16-09-0000	Network cable: Electrical wire, cable, fiber, and harnesses; and cable accessories
43-19-15-00-0000	Personal communication devices
43-19-16-00-0000	Personal communication device accessories or parts
43-22-00-00-0000	Data Voice or Multimedia Network Equipment or Platforms and Accessories
43-22-15-00-0000	Call management systems or accessories
43-22-25-00-0000	Firewall or VPN network security equipment
43-22-26-00-0000	Network service equipment
43-23-29-00-0000	Networking software
72-10-33-02-0000	MassVoice
72-15-16-05-0000	Voice and data and video wiring service: Cable installation.
80-10-16-04-0000	Project Management: Project administration or planning.
81-11-17-02-0000	Local area network communications design
81-11-18-03-0000	Local area network LAN maintenance or support
81-11-22-00-0000	Software maintenance and support: Software maintenance or support fees.
86-10-18-00-0000	In service training and manpower development